

## **OMLPS DIRECTOR**

### **GENERAL STATEMENT OF DUTIES**

Plans, directs and oversees all engineering, financial, administrative and management functions of the Municipal Light and Power System.

### **SUPERVISION RECEIVED**

Works under the supervision of the City Manager.

### **SUPERVISION EXERCISED**

Responsible for the supervision of seventeen other employees in the Electric Department, including three superintendents, a warehouse controller, technical and administrative staff.

### **JOB DUTIES**

- In charge of overall planning, engineering, technical and administrative functions of the Municipal Light and Power System. The System comprises of 14,000 KW diesel/gas generating plant, supply network at 69 kv and lower voltages with 3,000 meters, P.C. based SCADA system with fiber optic communications links.
- Creates and implements policies and procedures for all divisions in the department.
- Exercises overall responsibility for system improvement and expansion from conceptual to completion stage.
- Carries out load projections to various time scales and develops short, medium and long term goals for the department, including strategies for generation, transmission, operation and wholesale power supplies.
- Develops, implements and monitors periodic engineering maintenance programs in all divisions.
- Negotiates and procures economic fuel and natural gas supplies.
- Prepares, presents and implements the departmental annual budget. Monitors monthly and annual financial reports.
- Responsible for laying down policy and procedural guidelines for warehouse operations, supervises purchasing activities and compliance with the MBE requirements.
- Prepares and presents reports to the City Manager, City Council, Oberlin Public Utilities Commission, etc.

- Serves on the board of the Statewide Association of Municipal Electric Utilities and serves on its various committees, including power supply and major generation and transmission projects.
- Serves on the board of Regional Power Pool Association (encompassing thirteen Great Lakes states).
- Responsible for the economic operation of the OMLPS Peak Shaving Agreement with a group of twenty cities in the area.
- Prepare and oversee the preparation of bid specifications for all major purchases.
- Perform public relations duties including meetings with customers and contractors to discuss billing and service related issues, interact with media and civic organizations, and promote goodwill.
- Hold staff meetings, plan projects, review current projects, and set priorities. Develop and execute staff development and training programs.
- Required to be on-call 24 hours per day, seven days per week for emergencies.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Electrical Engineering with a major in Power required. Must have at least two years hands-on experience in generation, transmission, distribution, and systems operations, including extensive planning, personnel management, and financial experience. Prior experience must indicate that the individual is a high performer and has a complete understanding of municipal government. Experience in computer-based system control essential. Experience with 69 kv essential, but would prefer 138 kv experience. Ability to develop departmental goals and monitor employees progress to these goals. Clear, crisp writing ability for reports to the City Manager. Proven ability to make effective oral presentations to City Administration and the Public Utilities Commission and to make objective proposals and recommendations.

**LICENSES AND CERTIFICATES REQUIRED**

- Valid Ohio Driver's License.
- =====

Paygrade: 15

Civil Service Rating: Unclassified

F.L.S.A. Rating:

Classification: N/A